## Staff Achievement Scheme – For One or More of the Following Criteria

|   | BAND 1 AWARDS  
Up to £500 (for staff in Levels 1 and 2 only) | For reliability and adaptability:  
a) Excellent punctuality and attendance record;  
b) Excellent appearance standards e.g. as set out in uniform policies and recognising staff diversity policies;  
c) Excellent adaptability and versatility;  
d) Consistent competence in performance of duties;  
e) Excellent motivation, reliability and a positive attitude to work;  
f) Excellent standards of customer care. |
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| 2 | BAND 2 AWARDS  
Up to £1000 | For excellent performance and attitude; and for additional responsibilities:  
a) Showing initiative beyond the normal requirements of the role (e.g. actions in emergencies);  
b) Making significant cost efficiency suggestions, leading to improved practices in the workplace;  
c) Delivering excellent customer service, beyond the call of duty;  
d) Demonstrating an exceptional positive commitment to change;  
e) Making a significant contribution to the completion of a one-off project, of major importance to the Department or School and the University;  
f) Assuming additional responsibilities (for a defined period) which are not normally part of the role;  
g) Demonstrating excellent individual performance on a specific task or piece of work;  
h) Contributing to excellent team performance;  
i) Performing special tasks on behalf of a School/Professional Service as prescribed by the Head. |
| 3 | BAND 3 AWARDS  
Up to £3000 | For exceptional performance, achievement and attitude:  
a) demonstrating exceptional imagination and enterprise on a project or piece of work;  
b) playing a key role in attracting significant income into the university;  
c) playing a key role in successfully implementing a major project or achieving a major milestone;  
d) notably enhancing the status of research, education or customer service at the university;  
e) demonstrating outstanding leadership;  
f) demonstrating outstanding teamwork;  
g) notably enhancing partnership working either internally or externally to the university;  
h) demonstrating outstanding teambuilding achievements. |